

SECRET

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120008-6

REPORTS INVENTORY

OL/SD/CD-1 SD 100.4

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Activity

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not  
number of copies) 17. FORMAT (memorandum, form  
computer print-out, etc)

SD/Form

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

SDI 7-3

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

CD Branches

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

24- Weekly Activity Report

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-8	5.60	1/2	2.80	52	145.60
GS-15	12.10	1/2	6.05	52	314.60
GS-16	14.04	1/2	7.02	52	365.04

78 hrs

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$825.24

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

An absolute necessity in reviewing production accomplished compared with assets available during a given week. Used in planning production for following week and revision of workload schedules when indicated.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain),  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

25X1

16. DATE OF INVENTORY

28 September 1970

INFORMATION

18. EXTENSION

☐ STAT

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